

Louisiana Purchasing News

an information source for Louisiana Public Purchasers
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November 1998

Catalog Contract Based on Total Cost of Acquisition

Director's Message
by Denise Lea



The Office of State Purchasing will be introducing a new type of contract based on the procurement concept of **Total Cost of Acquisition**, which gives consideration to the contractor's value-added services such as **Just-in-Time Delivery (JIT)**, **Desktop Delivery**, a wide range of **Reporting Tools**, an **Internet Catalog Browser**, and **Inventory Management Consulting Services**.

The Office Supply Catalog Contract, scheduled for December 1 implementation, should reduce administrative and inventory holding costs when properly used. Agency administrators, managers, supervisors, and employees must be educated to change traditional methods of acquisition in order to realize the benefits and services of this contract.

The State will adopt approximately 20,000 catalog items consisting of not only general office supplies, but also budget-line furniture, preprinted forms, audio-visual presentation needs, and discipline-specific supplies for drafting, financial, data processing, etc. Office products will be discounted 53.8%, with a 35.8% discount on electronic and electrical products. Items with a discounted net price of less than \$500 will be made available. This contract will provide next-day delivery at a 98% fill rate on orders placed by 3:00 p.m., F.O.B. delivered. Once historical usage data is accumulated, additional price reductions may be afforded through agency standardization on product lines.

The Office Supply Catalog Contract will offer users many brands of like items comprised of the full range of quality and price -- from economy lines to the best lines. Agencies will now have choice when selecting products and brands to best satisfy the quality and budget requirements of the end user. It is the responsibility of the user to substantiate item selections based on sound business practices.

Conceptually based upon **Total Cost of Acquisition**, this catalog contract may not be beneficial to those agencies not interested in the value-added services and wishing to continue to bulk-stock warehouses for redistribution throughout the state. While it is not mandatory for agencies to use this contract, we encourage you to perform a benefits analysis by evaluating your current warehousing operations against this **Just-in-Time** concept. Redistribution costs and waste associated with short shelf-life supplies such as pens, markers, rubber bands, etc., can be eliminated with **JIT** delivery.

If this catalog contract will not satisfy your office supply needs, then you must follow established purchasing procedures to obtain products. My permission to bypass the contract will not be required. The Office of State Purchasing will assist you with any necessary agency term contracts for bulk quantities in the event your agency will continue to inventory and redistribute supplies from your warehouse.

Cindy Soesbee, National Account Coordinator, will lead the Corporate Express "Louisiana Team" in association with Tammy Redden, State Purchasing Officer. Cindy may be contacted at telephone (225) 274-3728, E-mail: cynthia.soesbee@cexp.com, or fax (800) 810-9384. You may reach Tammy at telephone (225) 342-8018, E-mail: tredden@doa.state.la.us.

Corporate Express sales consultants will be contacting departments statewide to define your agency's usage history and **JIT** inventory needs, to establish your billing and shipping accounts and to coordinate training needs. Corporate Express is also extending this catalog contract to political subdivisions and will provide usage reporting to State Purchasing on your behalf.

We are excited about this catalog contract and look forward to working with Corporate Express and your agency to take full advantage of the benefits and services available. Additional information will be released as we move toward implementation.

State Purchasing Spotlight

Novell Volume Pricing Agreement

The Office of State Purchasing is pleased to announce that a pricing agreement with Novell, Inc. became effective on October 12. Novell provides software for network solutions with distributed network, Internet, Intranet, and small-business market products.

As a result of the successful negotiations by the Committee of Council of Information Services Directors (CISD), the Data Processing Procurement Support Team and State Purchasing, the Master Licensing and Volume Pricing Agreement (VPA) offers a 34% discount off list price for purchases made by state agencies and political subdivisions.

To participate in the savings afforded through this agreement, purchases must be made from Novell's recommended resellers identified as Fulfillment Agents in the contract. Cohesive Networks and Software House International have been designated as the Fulfillment Agents for sales to state agencies and political subdivisions. Cohesive Networks has also been named as the Fulfillment Agent for Education. (Estimated savings for the Education agreement are unknown at present time but are considered substantial.)

Novell is forecasting annual sales of \$1,000,000 during this two-year agreement. Anticipated volume savings to the state are expected to exceed half-a-million dollars over the contract period.

Novell's entire Year 2000 (Y2K) compliant line of software is available for purchase through the VPA. Updates to Novell's product line, including the "Novell Year 2000 Product List" can be monitored via Novell's website at <http://www.novell.com/year2000/product.html> or from the State Purchasing website at "Y2K Vendor Searches and Statements."

You are reminded that software orders must be processed in accordance with L.R.S. 39:199D. An order issued against this agreement and reviewed by this office will require verification that VPA pricing is offered by the Fulfillment Agent. The Fulfillment Agent's written price quote to the agency could serve as this verification if it clearly states that pricing is in accordance with the Master Agreement and VPA.

- Sharilyn Livingston, Contract Administrator
Tel: (225) 342-8025
E-mail: sliving@doa.state.la.us

Introducing the New Louisiana Procurement Card Program 'La Carte'

"Think Big, Start Small, Be Patient" is the guiding philosophy of the Louisiana Procurement Card Program. Thirty-three states are currently using a credit card to make and pay for small dollar purchases, with fifteen other states in their planning stages. It is a practical, less expensive way to procure small-dollar items.

The goal for the Louisiana Procurement Card Program is to design a user-friendly, flexible and simplified system to meet the needs of all government entities in the State of Louisiana when making small dollar purchases.

To achieve this goal, we established a Steering Committee and a Task Force Committee. These committees developed a Procurement Card Program RFI (Request for Information) that opened on October 15, 1998. Nine (9) responses were received and are currently under review to produce a Request for Proposal (RFP).

Use of the procurement card is expected to produce administrative efficiencies and cost savings to the State.

Some advantages other states have realized are -- merchants were paid within days of the purchase by the procurement card bank; number of small-dollar orders were reduced as well as number of invoices processed and checks issued; reduced number of charge accounts and credit applications for agencies; lowered prices for purchases; reduction in W-9 forms; reduced inventory and storage requirements for some items; reduced petty-cash disbursements and imprest fund accounts.

To achieve and maintain success, we plan to develop and implement our program with support from all levels, maintain clear communications, provide quality management and require the highest regard for program integrity.

Once project activity warrants, our plans are to provide project updates on the Office of State Purchasing website at <http://www.state.la.us/osp/>. Until then, please check your issue of the Louisiana Purchasing News for progress status or contact John Medica, Program Facilitator at (225) 342-8039, E-mail: jmedica@doa.state.la.us.

We welcome your comments!

New Smiling Faces

Welcome, Pamela Allen! Pamela comes to us from the Department of Health and Hospitals. She is working with Team 2 (Hi-Tech) in a clerical capacity. Pamela's telephone number is (225) 342-8019.

Welcome, Debbie Gautreau! Debbie recently transferred to the Office of State Purchasing from the Department of Social Services. Debbie is working with Team 4 (Durable Goods) and is responsible for procuring Bakery, Canned, Frozen and Perishable Food Products as well as Beverages. Debbie may be contacted at tel: (225) 342-8024, E-mail: dgautre@doa.state.la.us.

Welcome, Andrea Grant! Andrea Grant is working with the Vendor Section. This is Andrea's first job with the state. She handles vendor requests, bidder applications and internal requests for various vendor files. Andrea's phone number is (225) 342-8050.

Welcome, Belinda Miller! Belinda formerly owned and operated a micrographics business. She recently joined State Purchasing, working with Team 4 (Durable Goods). Belinda is responsible for procuring Chemicals, Solvents, Germicides, Janitorial Supplies, Water and Wastewater Treatment Chemicals. Belinda may be reached at tel: (225) 342-8011, E-mail : bmiller@doa.state.la.us.

Welcome, Tammy Redden! Tammy promoted to State Purchasing from the Department of Public Safety, filling the vacancy left by Carolyn Montelaro in Team 3 (Office Products). Tammy procures Clothing/Apparel, Uniforms, Textiles, Photographic Supplies, Educational Materials, and Office Supplies. Tammy's telephone number is (225) 342-8018, E-mail: treden@doa.state.la.us.

Welcome, Linda Swaggerty! Linda recently came on board with us from the Department of Natural Resources. Linda is working with Team 1 (Medical), responsible for procuring Hospital and Surgical Equipment, Instruments and Related Medical Accessories and Sundries; Barber and Beauty Shop Equipment and Supplies. Linda's phone number is (225) 342 -9752, E-mail: lswagge@doa.state.la.us.

Welcome, Renata Pitts! Renata transferred to the Office of State Purchasing from the Department of Labor. Renata accepted a clerical position with Team 3 (Office Products/Printing). Her phone number is (225) 342-8020.

Contract Update

1999 Model Vehicle Contract



The 1999 Model Vehicle Contract has been awarded. Enclosed is a copy of the award summary — the hard copy package will be mailed to all state agencies and political subdivisions the week of November 9th. All agencies are strongly urged to place their orders immediately to ensure delivery by June 30, 1999.

State Agencies: Please remember to submit your Letter of Intended Use, Form DA-121 on trade-in vehicles, and the AltFuel Form-I to the Office of State Purchasing, referencing your order number on each document. Requests without these documents cannot be processed and will delay your order. Also, remember to specify the agency name in which the vehicle is to be titled. If an agency does not specify its desired vehicle color, a white exterior with a compatible interior will be ordered.

All state agencies ordering a mid-size sedan will be required to purchase the flexible fuel Ford Taurus (Contract No. 403684/Line No. 00004) in support of R.S. 39:364, the Clean Air Act (CCA), and the Energy Policy Act (EPACT).

Political Subdivisions: Please submit your order directly to the contractor and mail a copy to the Office of State Purchasing for usage reporting.

Coming Soon! — The 1999 Model Vehicle Contract, complete with all related ordering instructions and forms, will be published on our website. Visit us at: <http://www.doa.state.la.us/osp/osp.htm>.

- Jim Murphy, Contract Administrator
Tel: (225) 342-9200
E-mail: jmurphy@doa.state.la.us

- Don't point a finger — lend a hand! -

- Working together works! -

Medium and Heavy Duty Truck Contract

The Medium and Heavy Duty Truck Contract is awarded and ready for use. Agencies shall follow established vehicle purchasing procedures when placing orders. The contractors and contract numbers are as follows:

Contract Number 403661
Vendor Number: 721204786 00
Capitol Trucks, Inc., DBA Capitol Buick-GMC Trucks, Inc.
P.O. Box 15734, Baton Rouge, LA 70895-5734
Telephone: (225) 293-3500, Fax: (225) 293-8537
Contact: Dick Kline

Contract Number 403663
Vendor Number: 720952364 01
Timmons International, Inc.
8008 Airline Highway Baton Rouge, LA 70815
Telephone: (225) 923-3450, Fax: (225) 926-7411
Contact: Bob Gray

Contract Number 403662
Vendor Number: 721238966 00
Southland International of Louisiana, Inc.
301 Hord Street, Harahan, LA 70123
Telephone: (504) 733-7711, Fax: (504) 733-8059
Contact: Mike Mailhes

If you need assistance on these contracts, contact the dealers or Irv Wooters, Contract Administrator, at telephone number (225) 342-1302, E-mail: iwooter@doa.state.la.us.

Dump Truck Tarping Systems Contract

The first statewide contract for Dump Truck Tarping Systems is in place and ready for use. The awarded systems include both manual and electric drives, with replacement tarps available. Agencies are responsible for installation. This contract expires September 14, 1999.

Tarping systems are available in the following lengths: 10 feet; 12 feet; 14 feet; 16 feet; 18 feet

Contract Number 403650:
Vendor Number: 352012484 00
Fruehauf Trailer Services, Inc.
2401 Grimmet Drive,
Shreveport, LA 71137
Tel: (800) 234-9698,
Fax: (318) 222-7826
Contact: David Reese

- Irv Wooters, Contract Administrator
Tel: (225) 342-1302

Modified Vans and Buses - FTA Certified



The first statewide contract for FTA-Certified, Handicap-Modified Vans and Buses has been awarded and is ready for use. Agencies shall follow established vehicle purchasing procedures when placing orders. The contracts will be effective through June 30, 1999. The contract holder shall deliver all vehicles for which orders are placed up to March 31, 1999. Orders placed after March 31 will be on an exception basis and are subject to the manufacturer's acceptance. The contract numbers and vendors' information are as

follows:

Contract Number 403666:

Vendor Number: 720544211 00

Southland Dodge, Chrysler, Plymouth, Inc.

P.O. Box 6015, Houma, LA 70361-6015

Telephone: (504) 447-5337, Fax: (504) 872-9457

Contact: Frank Teuton, Jr.

Contract Number 403668:

Vendor Number: 721291698 00

River City Ford, Inc., D.B.A. Hollingsworth

Richards Ford

P.O. Box 66156, Baton Rouge, LA 70869-6156

Telephone: (225) 927-5555, Fax: (225) 923-8200

Contact: Jimmy Guidroz

Contract Number 403667:

Vendor Number: 640865391 00

Southeastern Bus Company, L.L.P.

115 West Northside Drive, Clinton, Mississippi

39056

Telephone: (601) 924-1982, Fax: (601) 924-1992

Contact: John Rose

- Irv Wooters, Contract Administrator

Tel: (225) 342-1302

Fax Machines Contract



A new contract for Fax Machines will be available to using agencies early next year. The contract will offer state-of-the-art equipment at competitive prices and will provide a larger selection of fax machines. Additionally, maintenance and supplies for vintage facsimile machines will be provided.

- Ernest Nugent, Contract Administrator

Tel: (225) 342-8021

E-mail: enugent@doa.state.la.us

Standby Electrical Generator Contracts

The state's first contract for stationary generators in sizes 8kw through 250kw, with automatic transfer switches and fuel tanks, is now in place for statewide use. Current contracts are effective through May 12, 1999.

Contract Number 40467:

Vendor Number: 721188889 00

Arcco Company Services

10431 Mammoth Avenue

Contract Number 403471:

Vendor Number: 620876371 01

Cummins Mid-South, Inc.

110 East Airline Highway

Baton Rouge, LA 70814-4426
Telephone: (225)927-2722
Fax: (225)924-6975
Contact: Rob O'Rear

Kenner, LA 70062
Telephone: (504)465-3433
Fax: (504)465-3408
Contact: John Sarris

Contract Number 403468:
Vendor Number: 433768742 00
Stephen R. Estes
D.B.A. Emergency Power Systems
9640 Tammy Lane
Shreveport, LA 71106
Telephone: (318) 688-7227
Contact: Steve Estes

Contract Number 403470:
Vendor Number: 721184702 00
Reagan Equipment Co.
2550 Belle Chasse Highway
Gretna, LA 70053
Telephone: (504)368-9760
Fax: (504)367-4044
Contact: C. J. Daiglebr

Contract Number 403469:
Vendor Number: 720635035 00
Delhomme Industries, Inc.
P.O. Box 9662
New Iberia, LA 70562-9662
Telephone: (318) 365-5476
Fax: (318)365-5492
Contact: Alfred J. Delhomme II

Food Purchases Bid Schedule

In an effort to better serve your agency's dietary needs and ensure deliveries are made within the specified delivery times, the following food bid schedules should assist your agency:

<u>Reqs. due OSP by:</u>	<u>For Four-Month Period</u>
April 1st	July, August, September, October delivery
August 1st	November, December, January & February
December 1st	delivery (be sure to include special holiday foods you wish to order)
	March, April, May and June delivery

FOUR-MONTH CONTRACT ITEMS- Submit separate requisitions for each commodity listed below, specifying your delivery schedule for the four (4) month period.

1. Butter, Margarine, Oleo and Cheese
2. Frozen items as follows:
 - o All frozen breads, cakes, etc. combine on one requisition
 - o All frozen desserts - on one requisition
 - o All frozen entrees - on one requisition
3. Dietetic Foods

4. Canned Goods (non-contract)
5. Miscellaneous Groceries (non-contract)

TWO-MONTH CONTRACT ITEMS- Prepare separate requisitions for each two-month period with delivery schedule for two months. Submit the two requisitions at the same time for the fresh items listed below. (Submit two requisitions for the four-month period.)

Fresh Items Purchased for Two-Month Period:

1. *All beef and pork — on two requisitions
2. *All seafood — on two requisitions
3. *All poultry and eggs — on two requisitions

*LA Dept. of Agriculture Inspection Certificate required on the above items.

Ice Cream Products: Requisition due January 1 each year with delivery schedule and estimated cost of each requisition for upcoming fiscal year July 1 thru June 30.

For additional information, contact Betty Chustz at telephone (225) 342-8023, E-mail: bchustz@doa.state.la.us; or Debbie Gautreau at (225) 342-8024, E-mail: dgautre@doa.state.la.us.

Educational Instructional Materials & Supplies Catalog Contract No. 403267 Renewed

A wide range of educational instructional materials and supplies are available at a 33% discount from list through our recently renewed catalog contract with American Academic Suppliers. A minimum order of \$100 is required to have freight charges paid by the vendor. The contract does not include equipment with a net discount price greater than \$300.

This contract is available for use by all state educational facilities, as well as the Department of Education on behalf of Brumfield vs. Dodd-approved, non-public K-12 schools. If you would like a catalog, please contact American Academic Suppliers at telephone (800) 325-9118 or fax (800) 437-8028. The Louisiana representative is Todd Offutt, telephone (504) 667-3513. Non-public schools must follow the Department of Education's Teacher Supplies Fund Guidelines when ordering, and may contact Laurie Roche at (225) 342-1780 if you have questions.

New product offerings in the 1998 and 1999 catalogs are also available at the contract discount. Continued product offerings in these annual catalog updates will be electronically honored and billed by the contractor at their 1997 catalog prices. Therefore, agencies should be aware that invoice prices may likely vary if you are using the 1998 or 1999 updates as your ordering tool. A 10% variance is supported by AGPS.

- Tammy Redden, Contract Administrator
Ph. (225) 342-8018
E-mail: tredden@doa.state.la.us

Rapid Print Copying Services Contract

A new Rapid Print Copying Services Contract for the Baton Rouge area became effective November 1, 1998. The new contractor is Key Office Equipment, 12232 Industriplex Blvd., Suite 29, Baton Rouge, LA. Key Office Equipment Customer Service Representative is Dee Dee Heltz, tel (225) 751-0001.

A minimum total number of 5000 impressions is required to receive pickup and delivery services. Orders may be placed for less than 5000 impressions, but will not include pickup and delivery services.

- Llewellyn DeFoe, Contract Administrator
Tel: (225) 342-8043
E-mail: ldefoe@doa.state.la.us

Calendar and Calendar Refills Contract Number 403012

Contract Number 403012 for Calendars and Calendar Refills has been renewed in its entirety and can now be utilized to meet your immediate needs. This commodity will also be included in the new statewide Office Supply Catalog Contract.

- Tammy Redden, Contract Administrator
Ph. (225) 342-8018
E-mail: tredden@doa.state.la.us

State Travel

Copies of the *Louisiana Travel Guide 1998-99* have been depleted. However, the State Travel Office has developed a Pocket Guide of Travel Regulations which contains general information necessary to complete your travel arrangements. State Travel will print these Pocket Guides by demand and would prefer requests be made by one central contact, per department. You may contact Ellie Gottschalk at telephone number (225) 342-6322, E-mail: egottsc@doa.state.la.us, or fax your request to (225) 342-5019.

If your agency is interested in a travel training session for your staff, please contact Jimmie Sanders, State Travel Office, at tel: (225) 342-8053, E-mail: jsander@doa.state.la.us.

REMINDER . . . When booking your airfare at a State of Louisiana Contract Rate, the airfare must be paid with a Louisiana Corporate American Express Card. If you do not have a personal corporate card, you should inquire through your agency's travel coordinator to determine if you qualify to use the agency's corporate account. Failure to follow these regulations may cause you to be denied boarding, or you may be required to pay the full fare at the airport.

- Jimmie Sanders, State Travel Director

- Change is inevitable, except from a vending machine.

State Purchasing -CyberTools

(<http://www.doa.state.la.us/osp/osp.htm>)

Statewide Contract - Search

- A new direct link to the contract search from our homepage was recently added. Click on **Search** and you will go directly to the search page, skipping the general search instructions.
- The Statewide Contract Search page was adjusted to facilitate viewing of contracts via Lotus Notes.
-- Many thanks to the Office of Information Services for their excellent customer service!

Note: Hints for using search criteria may be obtained by clicking Help on the search results page.

Cooperative Purchasing

- L.R.S. 39:1701 provides that local public or private procurement units wishing to purchase commodities thru the Statewide Contract Management System must submit, prior to their first purchase, a completed **State Contract Questionnaire** to the Chief Procurement Officer, Denise Lea, Director of State Purchasing. To access the **State Contract Questionnaire** from our homepage, click on Approved Municipalities or go to <http://www.doa.state.la.us/osp/quasi/scqtnr.htm>

EDS (Employment Development Services) Catalog

- Access to the EDS, Employment Development Services, Catalog - Go to the OSP homepage, click on Procurement Related Links, click again at EDS. Access to EDS Catalog is also available through the T-Number Contract listing by performing a "Find" (Ctrl F), entering keyword, EDS, and click on Enter.

Support and assist sheltered workshops — Buy EDS!

- **Y2K Vendor Searches & Statements** was added to assist you in identifying Year 2000 Compliant vendors and products.

If you have any questions, comments, or need assistance with the State Purchasing website, contact Caroline Eidson at tel: (225) 342-8063, E-mail: ceidson@doa.state.la.us.

- I'm attending school only until it becomes available on CD-Rom.

- Anonymous Student

Alert!

We have received reports from out-of-state callers indicating that Area Code 225 is not working.

If you receive this report, please advise the caller to report this information to their respective dial-tone provider or local telephone company.

Question of the Month

Question: How can I find ***Recycled Products*** on State Purchasing's website?

Answer: Go to Statewide Contract - Search at <http://www.state.la.us/comm/srchagps.htm>. Enter the keyword ***Recycled*** in the General Search option. A list of contract recycled items will appear.

Support L.R.S. 30:2411 et seq -- Buy Recycled Goods!

"Quotables"

I'm not a has-been. I'm a will-be.

- Lauren Bacall

If at first you DO succeed, try something harder.

- Ann Landers

If you have a penny and I have a penny and we exchange pennies, you still have one cent and I still have one cent. But if you have an idea and I have an idea and we exchange ideas, you now have two ideas and I now have two ideas.

- Anonymous

Great minds discuss ideas, average minds discuss events, small minds discuss people.

**- Admiral Hyman Rickover
U.S. Navy**

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Don't miss an issue . . . remember to notify us of any address changes.

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